

**RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MEETING MINUTES
July 10, 2012**

Members Present: Ben Barr, Rob Barr, Dave Brandes, Scott Hardman, Mot Hedges, Kathy Killand, Dave Larkin, and Sandy Steele.

Members Absent/excused:

Advisory Members Present: Pastor Steve Ernst and Rich Olsen

The Regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, July 10, 2012, at 7:04 p.m., President Mot Hedges being in the chair and the secretary being present. The meeting was opened with a devotional reading by Mot Hedges followed by prayer by Pastor Ernst.

Staff Benefits Task Force Report – Sandy Steele reported that the Staff Benefits Task Force had met to reconsider their previous recommendations for future staff benefits and that their recommendations remained unchanged. No action was taken on the recommendations.

Lead Pastor's Report - Pastor Ernst presented the Lead Pastor's Report. New highlights include:

1. Statistics - Average church attendance through June 2012 was 352 compared to 351 through the same period in 2011.
2. Vacation Bible School was very successful with over 100 kids in attendance.
3. Annual performance reviews have been completed for the staff as scheduled with a couple of exceptions.

Financial Officer's Report – Staff presented the financial report showing that income through June for 2012, was \$392,770 as compared to \$370,474 through the comparable period in 2011. Expenditures to-date totaled \$358,152. The net cashflow for the year to-date is a positive \$34,618. The budget for 2012 is based on an assumed income of \$780,000.

Consent Agenda

- **Council approved the minutes of the regular Council Meeting on June 12, 2012.**

Old Business

Constitution, Bylaw and Policy Reviews:

- **Council approved recommending to the Congregation the revised Chapter 8 “The Pastor” of the Constitution and Bylaws.** [See attached for the revised text.]
- **Council approved the Council/Staff Policy as revised.** [See attached for revised text.]

Long Range Plan:

As a first step in developing a new Long Range Plan Rob Barr agreed to prepare an announcement for the weekly bulletin requesting volunteers interested in working on Phase I of the plan. Council will review candidates and select the team to work on this phase. Using the “12 Keys” model during Phase I the team would evaluate the previous Long Range

Plan's progress, assess the current church strengths, assess current community needs, and evaluate potential strengths to develop. During this process the team will involve the staff and the whole congregation for their ideas and suggestions. The team's product will be a report to Council with findings and recommendations for Phase II in which a draft Long Range Plan will be developed for Council and Congregation approval.

Church Staff:

Annual Appraisal Process - With staff evaluations complete, the Executive Committee will schedule a meeting to review the evaluations and prepare a report to Council for their approval. Dave Brandes is taking the lead to prepare, with staff and Council input, the annual evaluation for the Lead Pastor. The completed evaluation will then be presented to the Congregation Council for approval.

Position Change

- **Council approved changing the position held by Dave Hogan from Interim Associate Pastor to Associate Pastor.**

New Business

Continuing Education Proposal – Pastor Ernst shared with Council his desire to complete a Doctorate of Ministry program. Council then moved into Executive Session to discuss potential implications of and funding for the program. No action was taken.

The meeting was closed with praying the Lord's Prayer and adjourned at 10:23 pm.

Dave Larkin,
Secretary

Chapter 8: THE PASTOR

- C8.01 At least a two-thirds majority ballot vote of congregational members present and voting at a meeting legally-called is necessary to call a pastor at this congregation.
- C8.02 Only a member of the clergy rostered by or eligible for the roster of the denomination with which this congregation is affiliated may be called as a pastor of this congregation.
- C8.03 Consistent with the faith and practice of the denomination with which this congregation is affiliated:
- a. Every ordained minister shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care
 - ~~b. Each ordained minister with a congregation call shall offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.~~
 - ~~c. Every pastor shall:
 - ~~5) strive to extend the Kingdom of God in the community, in the nation, and abroad;~~
 - ~~2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;~~
 - ~~3) endeavor to increase the ministry and outreach of this congregation.~~~~
- C8.04 The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call.
- C8.04.01 *When issuing a call for a Lead Pastor, three key responsibilities shall be stated in the letter of call:***
- 1) The Lead Pastor shall provide spiritual leadership to the congregation, participating as an integral member of the Congregation Council in formulation of all policies and congregational initiatives, and actively encouraging implementation of the Council's goals and objectives as stated in its annual ministry plan.***
 - 2) The Lead Pastor shall provide spiritual care for this congregation, serving as its primary preacher and theologian, overseeing pastoral care, and recommending policies, programs, plans, and staffing needed to promote the members' spiritual growth and well-being.***

3) The Lead Pastor shall supervise and minister to the pastoral and lay ministry staff, guiding them in carrying out their responsibilities, redirecting them in cases where he or she deems their conduct of ministry to be contrary to congregation policy or well-being, and providing annual performance appraisals to assist in their professional development.

C8.05

a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, ~~except in the case of the death of the pastor,~~ shall be terminated only following consultation with the Congregation Council and for the following reasons:

1) mutual agreement to terminate the call or the completion of a call for a specific term;

2) resignation of the pastor; ~~which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;~~

3) the physical or mental incapacity of the pastor;

4) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;

5) the dissolution of the congregation; ~~or~~

~~6) suspension of the congregation as a result of discipline proceedings.~~

c. In case of alleged physical or mental incapacity, the Congregation Council shall investigate the allegations using the guidance established in C89.05.d below. The investigation shall include competent medical testimony.

~~d. The Congregational Council shall develop bylaws and/or policies to support the administration of church discipline.~~—These bylaws and/or policies shall vest final decisions on termination of a pastor called by the congregation with the congregation. If the Congregational Council recommends termination of the call, a simple majority vote of the voting members present is required; if the Congregational Council makes no recommendation but the matter is referred to the congregation, a two-thirds majority vote of the voting members present and voting is required.

C8.06

At a time of lead pastoral vacancy, an interim lead pastor shall be appointed by the Congregation Council.

C8.07

During the period of service, an interim lead pastor shall have the rights and duties in the congregation of a regularly-called lead pastor and may delegate the same in part to a supply pastor with the consent of this congregation or Congregation Council. The

interim lead pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

~~C8.09~~ ~~When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors and the Congregation Council. As occasion requires, the documents may be revised through a similar consultation.~~

~~C8.11~~ ~~The congregation may depart from and call a pastor for a specific term. The details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the Congregation Council shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of C8.05.a.~~

C8.0812 The lead pastor of this congregation:

a. shall become a member of this congregation upon receipt and acceptance of the letter of call.

b. shall assure that accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;

c. shall submit a summary of such statistics annually to the denomination with which this congregation is affiliated, if required.

Council/Staff Policy ~~Initial~~

I. Lead Pastor Authorities and Responsibilities

As the Congregation Council's link to the staff, ministry teams, and committees of Richland Lutheran Church, the Lead Pastor is accountable and authorized to ensure that all ministries are conducted according to the Constitution, Bylaws, Policies, and Annual Ministry Plan.

~~Policies and approved minutes of the Congregation Council. While specific functions, tasks, and projects may be delegated to staff and members of the congregation, it is the responsibility of the Lead Pastor to stay informed about all the ministries of the Congregation and to report significant activities to the Congregation Council.~~ [S1]

Generally, within the framework of the approved instruments mentioned above, the Lead Pastor has the responsibility and authority to lead and manage the Staff and ministries of the Congregation as appropriate without interference or unreasonable oversight by a member or the members of the Congregation Council.

- A. The Council expects the Lead Pastor to achieve results as described in policies, motions, Ministry Plans, etc.
- B. As long as the Lead Pastor uses reasonable interpretations of the Council's direction, the Lead Pastor is authorized to establish further policies, make further decisions, and develop further programs of the congregation.
- C. Only decisions of the Council acting as a body are binding upon the Lead Pastor, the staff, or the committees of this congregation.
- D. Should Council members request information or assistance without Council authorization, the Lead Pastor may refuse any requests that he or she considers disruptive or an inappropriate use of staff time. [S2]

~~As such, the Lead Pastor has the responsibility and authority to make assignments and select members (staff, congregation or both?) for specific aspects of ministry. All significant assignments should be provided adequate direction and made in written form — job description, letter, e-mail, or memorandum. Is this sentence needed?~~ [S3]

~~Significant progress or issues shall be brought to the Congregational Council in the form of the monthly Pastor's Report. If an issue arises that affects the well-being of RLC, such as a legal, financial, or personnel issue, the Lead Pastor shall inform the President of the Congregation Council (or designee) with as much information as possible. The President will have the responsibility of informing either the other Officers of the Congregation or the entire Congregation Council.~~ [S4]

II. Congregation Council / Staff Relationship Guidance

The individual members of the Congregation Council shall respect the delegation choices of the Lead Pastor and shall not interfere or meddle in the direction established by the Lead Pastor, Staff or any other person duly appointed to perform a function, activity, project, or task.

The members of the Congregation Council may attend staff meetings, committee meetings and ministry^[SS] team meetings. The purpose for attendance should be to:

1. Provide a supportive, encouraging presence.
2. Provide for Gain clearer understanding of the situation, opportunities and problems without direct interference for the purpose of reporting to the Lead Pastor and back to the Council if necessary.
 - A. If a Congregation Council member believes there may be a problem or some significant risk associated with a function, activity, project, or task, the Council member may ask the leader questions, in private, to obtain clarification. Any questions need to be made in the spirit of gathering information rather than in any accusatory tone. If the Council member still thinks there may be an issue, the Lead Pastor and any other appropriate staff may be contacted to resolve the problem. At this point, the Lead Pastor has the responsibility to take any re-directive action not the Council member.
 - B. If the Council member still has a concern, then the issue should be brought before the entire Council for consideration.
- 2.—
3. —Be a faithful team member in support of a project, e.g. ShareFest or the Choir.

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III. President and Officer Responsibilities

It is the responsibility of the President to inform the members of the Congregational Council when there are allegations of, or the potential for, problems that may need to be addressed by the Council. These problems could involve legal, financial, personnel, or personal issues of a

nature that may need a swift response. The President shall inform the Officers of the Congregation as soon as practical. All members of the Congregational Council shall be notified by the President and / or Officers, even if the issue has been satisfactorily mitigated.

The use of telephone or face-to-face, rather than e-mail, is the preferred method of communications when very sensitive and immerging problems are being addressed.^[S6]